	Illinois State Board of Education (ISBE) Student Information System (SIS) End 2008 SY and Plan 2009 SY May 14th and 15th, 2008	
#	**Question**	**Answer**
1	When should the Early Childhood data be submitted?	The Early Childhood data will be submitted during an online Pre-K enrollment. Depending on the batch file format chosen the Early Childhood data should either be submitted with Pre-K Demographics and Enrollment data in a combination file or the Early Childhood data should be submitted immediately after a Pre-K enrollment has been processed with a Demographics and Enrollment file.
2	What is the last day the ELL data may be submitted for it to be used in the ASR report?	The last day to submit the ELL data is June 20, 2008, but it is recommended to not wait until the last day to submit the data.
3	Do I wait to exit our Summer School enrollments after Summer School is over?	Yes, Summer School enrollments are included in the 2008 School Year enrollments.
4	Our school has Pre-K students and Early Childhood Special Ed students, do the Early Childhood requirements apply to both sets of students?	Yes, the Early Childhood requirements apply to both sets of students.
5	If a student attends a half day in Pre-K classroom and a half day in Early Childhood Special Ed classroom, how should the student be enrolled?	The student should be enrolled as 1.0 FTE and either the a.m. class session or p.m. class session should be chosen for Pre-K (or PFA) classroom and 'yes' should be selected for Local/Other Funding. (It is possible for students to be dually enrolled; selections are not necessarily mutually exclusive.)

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#	**Question**	**Answer**
6	If an Early Childhood Special Ed student attendance is only a couple of days a week, do I still enroll the student with a 1.0 FTE?	Yes.
7	Could you please tell me the name of the report that we use currently to submit the Early Childhood data?	Beginning with School Year 2008-2009 SIS EC data will replace the Prekindergarten At-Risk and Preschool for All Student Records. (ISBE form 86-45)
8	Are you saying that before an LEP student is exited we need to submit additional data?	Yes, LEP students have mandatory ELL data that needs to be submitted before their enrollments can be exited.
9	If we submit LEP students' ELL data and they are continuing in the program and we exit their enrollments, is that okay?	Yes, that is the correct process.
10	We have Summer School scheduled for August 4th that does not end until August 15th, how should we handle these enrollments if the Exit Enrollment deadline is August 1, 2008?	Please contact the ISBE help desk and ask to talk with a policy person.
11	I thought we were submitting Raw scores for LEP students, so why are the scores displayed on the ACCESS reports different?	The scores being submitted as part off the ELL data collection are only regarding the W-APT screener which identifies if the student is LEP. The ACCESS test is separate and given to students who have been identified as LEP.

#	Question	Answer
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#	**Question**	**Answer**
12	Does this mean the Pre-K record report will not be done by hand next year?	Beginning with School Year 2008-2009 SIS EC data will replace the Prekindergarten At-Risk and Preschool for All Student Records. (ISBE form 86-45) The Pre-K At-Risk and Preschool for All <u>Program</u> Record Report will still be submitted on paper (ISBE forms 86-36 and 86-36A, respectively.
13	I was not able to update a student's Grade Level in the Assessment Correction, so I marked the Reason for Not Testing as Not In Valid Grade, is this correct?	Yes.
14	Where do the counts on the Assessment Correction reports come from? Are the counts the number of students in our District at the time of testing?	Yes, the counts of students on the Assessment Correction reports are the number of students enrolled at the time of testing.
15	On slide 40, does the Kindergarten .5 and 1.0 FTEs apply to the Pre-K students also?	No, those FTEs are for Kindergarten students only.
16	Is the Pre-K ELL data mandatory for all Pre-K students or just for the students involved in the Early Childhood Pilot?	The ELL data is mandatory for all Pre-K students, the Early Childhood Pilot was a voluntary participation to test the Early Childhood data collection process.
17	Are the Early Childhood Head Start data collections for tracking students or for students in the actual facilities?	There are two Early Childhood Head Start data collections. The Early Head Start is a historic collection and the Head Start is a current collection. Please read the Early Childhood data elements descriptions for a clearer understanding.

#	Question	Answer
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18	Are the FTEs for Kindergarten a change?	Yes.
19	If the Kindergarten FTE data collection has changed, how do I mark Kindergartners who attend two-third's of the day?	Use the same FTE for the Kindergartners you are currently submitting in your Fall Housing report.
20	Is the Early Childhood Special Ed data the same data I am submitting for the Early Childhood Consortium- can't that data be retrieved from them?	Please call the ISBE Help Desk and ask for Scott Beever with Special Education Services.
21	We have parentally placed parochial school students receiving Special Education Services who don't have State IDs, how do I handle these now?	Current ISBE policy is to not enroll students that are parentally placed in private schools, but continue to check for updates this policy may need to be reviewed. A good indicator of when students will be enrolled or not is if they have an IEP (Individualized Education Program) they should be enrolled versus an ISP (Individualized Services Plan) when they should not be enrolled.
22	When I submitted a file with an ELL student whose parents refused ELL services, the record was returned as an error with that code.	There was an error that was corrected with that code, please resubmit your file and call the help desk if you still have trouble.

#	Question	Answer
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23	May we have a list of the private facilities with Head Start programs?	As the State Board of Education doesn't administer the Head Start Grants, we do not have that information. The Illinois Headstart Association webpage has a listing of Headstart Grantees. http://www.ilheadstart.org/ You may contact the grantees for specific information about programs/sites they may administer.
24	We are a K-8 District with Early Childhood students attending a Special Ed Co-op, do we have to submit Pre-K data for these students?	Yes, when you are a student's Home School you have to submit the Early Childhood data for Pre-K students.
25	How will submitting a 1.0 FTE for Pre-K students affect our state-aid reporting?	Talk to your vendor about modifying the FTE import/export in your system to accommodate both FTE collections.
26	Does the Early Childhood Pre-K include the CARE program housed in our building?	We aren't familiar with that program acronym. Please call the Early Childhood Division at 217-524-4835 and once we have more information, we'll be able to answer.
27	Is the Discipline data collection still on hold?	The Discipline data can be uploaded on a voluntary basis.
28	Does the new Home School RCDTS constraint mean the school code starting in 3000?	Yes, it is the last four digits of the RCDTS.

#	Illinois State Board of Education (ISBE) Student Information System (SIS) End 2008 SY and Plan 2009 SY May 14th and 15th, 2008	
#	**Question**	**Answer**
29	Can the Serving School RCDTS be a 3000?	Yes.
30	How do we know which ELL data elements are mandatory?	The ELL data elements document on the ISBE SIS webpage has that information as well as a description for each element.
31	I have a new ELL student who took the W-APT at a different school, how do I get that data?	Call the previous school and ask them to give you the W-APT data so you can add it the student's ELL record.
32	I ran the ACCESS Detail Report, and my students have an Error Code of 2, what does that mean?	It means your students are missing the mandatory ELL data.
33	I ran an Unassigned Test Results Report and all my students are listed, is that because the test scores haven't been posted yet?	No, the Unassigned Test Results report is a report of Assessment records with scores that the system was not able to match with students in ISBE SIS. If you ran an Assessment Score report for the ISAT, IAA, or the PSAE, those scores have not been posted at the time of this presentation and all the counts for Active Students with No Test would be all your students. Please call the help desk to get further assistance on which report you ran and why all your students appear on the report.

\#	Question	Answer
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34	I remember seeing something that looked like a rubric with the Early Childhood data elements and now I can't find it, can you tell me what it was and where it is?	Go to the ISBE SIS homepage (www.isbe.net/sis/) and on the right side of the page is a Resources menu. In the menu there is a link to ISBE SIS Data Elements, on that page scroll down until you see Student Data for Early Childhood link.
35	When we collect Early Childhood data for the first time, do we need to collect data for Pre-K-at-Risk, Early Childhood Special Ed, Right Start students- for everyone?	Yes, the Early Childhood data collection is for every Pre-K student.
36	Did the date for the last day to collect ELL data change?	Yes, June 20th, the date on this presentation, is the correct date.
37	I am confused that the FTE for Pre-K should be 1.0, but the FTE for Kindergarten is .5 or 1.0, why are they different?	The FTE is different because the Fall Housing Report collects Kindergarten FTE this way, and student counts are now collected from SIS.
38	If I have a student who finishes Pre-K and is promoted to Kindergarten, do I have to exit that enrollment and re-enroll the student as a Kindergartener?	Yes, when a student is promoted or demoted to or from a Pre-K Entry/ Grade Level, the enrollment should be exited and a new enrollment should be created.
39	Is Early Childhood data being collected for all Pre-K students in Early Childhood program, Pre-K-at-Risk, and Preschool for All classrooms?	Yes.

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#	**Question**	**Answer**
40	Which selection do we make if a student attends an Early Childhood Special Ed classroom- the Local/ Other Funding?	Yes, select the Local/ Other Funding classroom for students in Early Childhood Special Ed classrooms.
41	Did you say the Assessment Score Reports were up and running?	The ACCESS Assessment Score Report will run appropriately because those scores are posted. The ISAT, IAA, and PSAE scores are not posted yet, so the reports for those tests will not show scores.
42	If we have Pre-K and Early Childhood students currently in the system who have State IDs, do we use the same SIDS next year when we start collecting the Early Childhood data?	Yes, use the same State IDs.
43	Have Early Childhood Special Ed directors been notified of the 2009 School Year Early Childhood data collection?	Yes, and the Special Education Department will continue to keep them informed by Listserv, the August conference etc…
44	Are you familiar with the EIP software being used to collect some of this data?	No, but we would like to know more please call the Special Education Department and ask for Scott Beever.
45	We have an IMPACT program whose RCDTS is 3001, is that correct this can not be a Home School now in the 2009 School Year?	Yes, you may need to work with your STI vendor to make modifications to accommodate the new Home School RCDTS constraint.
46	Can a 3001 school be a Serving School?	Yes, that is correct.
47	I ran an Unassigned ACCESS Test Results Report and realized a student who has the same name as another student, and whose birthday is off by one day took the ACCESS test with the other student's SID- how can I correct this?	Please call the ISBE Help Desk and ask for the IBM team for further assistance.

#	Question	Answer
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48	I heard SIS was going to start collecting Early Childhood data- is this the data we collect manually in a report now?	Beginning with School Year 2008-2009 SIS EC data will replace the Prekindergarten At-Risk and Preschool for All Student Records. (ISBE form 86-45) The Pre-K At-Risk and Preschool for All <u>Program</u> Record Report will still be submitted on paper (ISBE forms 86-36 and 86-36A, respectively.
49	We manage other Head Start programs, but we only have to worry about our District students, correct?	Yes, you are only responsible for submitting data for your District students.
50	Is that correct, we won't be able to exit Pre-K enrollments until the mandatory Early Childhood data is submitted?	Yes, that is correct, and if the Early Childhood data is not submitted with an online or combination file Pre-K enrollment, it should be submitted immediately after the enrollment.
51	Would you please repeat the description for the Reason for Delay in Transition?	Yes, the Reason for Delay in Transition is when the transition from Early Intervention to Early Childhood Special Education Services is after the student's third birthday. Please download the Early Childhood data elements and read all the data elements' descriptions for a clear understanding.
52	When will the new condensed Fall Housing Report be posted?	The 2008-2009 Fall Housing enrollment counts will be taken from SIS. These data will no longer be collected on the Fall Housing Report System in IWAS.
53	Could you please tell me what data will still be collected in the condensed Fall Housing Report?	Data will no longer be collected on the Fall Housing Report System in IWAS. This system no longer exists since the Fall Housing enrollment counts are now being taken from SIS.
54	When you say we have to collect data for all Pre-K students does that include Pre-K students paying tuition?	Yes. Please mark these students as attending Local/Other.

#	Question	Answer
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55	Is the Fall Housing condensed report collected on SIS now, or are you saying we have to submit both?	Data will no longer be collected on the Fall Housing Report System in IWAS. This system no longer exists since the Fall Housing enrollment counts are now being taken from SIS.
56	I am concerned about the interaction of the ELL and ACCESS data collection between the ELL, ISAT, and ASR report because it creates a false number when I mark the Reason for Ending ELL Services as Parent Refusal the student is still counted on the ASR report.	If parent refuses ELL Services, SIS LEP indicator should be set to "Yes". If a student is "transitioned out" of receiving ELL Services, SIS LEP indicator should be set to "NO". Students who are no longer LEP (LEP indicator should be set to "NO") do not take the ACCESS test nor do they receive ELL services. "Years since Exited the TBE/TPI Program" should be marked on the Assessment Pre-ID/ Correction file.
57	What happens with the ASR report?	The SIS data collection is replacing the ASR report.
58	We mislabeled a student as LEP due to a data entry error- how do we get rid of the ELL record when there isn't a selection for errors and the system requires us to make all the mandatory data selections?	Currently, one of the Reasons for Ending ELL Services is Other, please use that selection and enter the Date ELL Services Ended as the same date you created the record- and don't worry about the mandatory data selections made we will ignore all that data.
59	We offer Preschool for All with two and three day attendance instead of the AM/PM selections, how do we mark our students?	Please call the Early Childhood Division at 217-524-4835 and ask for Debbie Scheiter.

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#	**Question**	**Answer**
60	If we have Pre-K students who are residents in our District, who only receive Speech Services and who do not attend another programs, do we enroll these students?	Yes, if the students are not parentally placed in a parochial schools, enroll them in SIS. A good indicator of when students will be enrolled or not is if they have an IEP (Individualized Education Program) they should be enrolled versus an ISP (Individualized Services Plan) when they should not be enrolled.
61	I ran an Unassigned ACCESS Test Results Report and it had students with multiple Assessment records of students who have exited because the director had students take the test to monitor their progress for two years after they were no longer LEP-how do I fix this?	The multiple record situation will be corrected by the vendor. Students who are no longer LEP should not be taking the ACCESS test. The only requirement for tracking students once they are no longer classified as LEP is to make the correct Year Since Exited TBE/TPI Program code selection in the appropriate Assessment Pre-ID record.
62	Our last day of school is May 30th, can I still get to students' Assessment Correction records if I exit their enrollments?	Yes.
63	We received a student from a previous school that marked the student as LEP, we will not be marking the student as LEP- will we still be able to see the ELL records?	Yes, once you enroll the student, all the Past ELL records will display.
64	We are a High School receiving middle School students who are ELL eligible and sometimes the parents are embarrassed to admit their child is LEP and we don't know if they are a new arrival to the U.S. or how to handle this situation.	If the student is transferring from another district, call the previous district to discuss LEP information on the child. If they are entering the district the W-APT can be administered to determine if the student is LEP.
65	When students with alternate placements change their Home School and Serving School, is there an easier way to update that data other than exiting the student?	No, the enrollment record must be exited and you must create a new enrollment to maintain an accurate record-keeping in SIS.

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#	Question	Answer
66	Since the student counts are now being collected from SIS for the Fall Housing Report, how do we deal with Districts who won't exit their students so we may enroll them?	Call the help desk, and we will assist with the administration to get the exits completed.
67	Regarding the question about students with alternating placements and having to change their Home School and Serving School by exiting their enrollments, to upload a handful of students is time-consuming and creating the file manually always creates so many errors so would it be possible to have a Demographics Enrollment Request File?	We will present your request to the appropriate ISBE personnel.
68	When you are speaking about Pre-K students, I would like to clarify are these the three and four year olds?	Yes.
69	If we have a Pre-K student who is only receiving a half hour of speech, do we still make the FTE 1.0?	Yes, as long as the student is not enrolled in any other classroom.
70	Since the speech services students receive is through Special Education, do we use the Local/ Other Funding selection?	Yes.
71	Am I able to mark the Pre-K-at-Risk and the Preschool for All as Not Attending?	Yes, if the student is not attending either classroom both the Pre-K-at-Risk and the Preschool for All should be marked as Not Attending.
72	On slide 46, to update current Pre-K students we're not creating new IDs only new enrollments?	Yes, the current Pre-K students in SIS who have SIDs will not receive new ones- when you add a new 2009 School Year Enrollment the system will generate the Early Childhood record.

#	Question	Answer
73	When you said Pre-K students who are receiving Speech Services should be enrolled if they are not attending a classroom anywhere else, does that include students receiving any special services?	Yes, any student not attending a classroom anywhere else who are receiving any type of Special Education Services should be enrolled.
74	How are students who attend a half day of Early Childhood and a half day of Kindergarten to be enrolled?	In order to capture the Early Childhood data, students who attend a half day Early Childhood Program and a half day Kindergarten class should be enrolled by their Early Childhood Home School and will only have the one enrollment with a 1.0 FTE.
75	When is the Fall Housing deadline?	Official 2008-2009 Fall Housing enrollment counts will be taken from SIS on October 15, 2008, at 4:00 PM CST. These counts will reflect students enrolled as of September 30, 2008.
76	Is the criteria identical to the previous Fall Housing Report?	Yes, none of the criteria have changed.
77	If we're not involved in Early Childhood, has anything changed in our enrollment process?	Only not using 3000 schools as a Home School RCDTS, and if you have Kindergartners, the new FTE specifications of .5 for half day and 1.0 for full day attendance.
78	Could you please clarify the fifth Early Childhood data element- what does Local/Other mean?	Local/Other is when the source of funding is not from an Early Childhood Block Grant or any of the other listed classrooms with specific funding sources. *We will add the word funding to help clarify the field, but please also download the data elements to get a clearer description of all the data elements for accurate data reporting.*
79	Is there been any more discussion about changing the Program Indicator screen so they may be updated online?	We will submit your request to the appropriate ISBE personnel.

#	Question	Answer
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80	Which date should go in the ELL record for Date Student Enrolled or Re-entered to Receive ELL Services?	This date represents the date the student began receiving ELL Services in your District. Each year it will be the same date unless the student's ELL Services are interrupted then if the student returns to your school the date will be the new date for when the student Re-entered ELL Services in your District. *We have updated this data element's description for a clearer definition, please download the updated ELL data elements.*
81	When entering the W-APT results, are we entering the full Raw Scores for those fields then only entering a decimal for the Composite Proficiency Level?	Yes.
82	If a parent refuses ELL Services, and a student achieves LEP as indicated by the ACCESS test, do I change the submitted Date ELL Services Ended and Reason for Ending ELL Services?	No, the data in the ELL record should remain accurate- what will change is the student's LEP status. Update the student's LEP from Yes to No after you have completed the ELL record. Then remember on future tests the student will be tracked the specified two years when you submit the appropriate Year Since Exited TBE/TPI Program.
83	If we have a few Early Childhood, Pre-K students who attend other Districts for Special Education Services and I am the Home School, can I continue to enroll them online?	Yes.
84	It looks like there are only 6 options for the Early Childhood Reason for Delay in Transition data element, we have irregular boundaries and we used to make notes about other circumstances and now we can't do that- what should we do?	For extenuating circumstances, please call the ISBE Help Desk and ask for Scott Beever in the Special Education Department .

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#	**Question**	**Answer**
85	I am confused on the policy for enrolling students who attend Speech Services, I thought students attending private or parochial schools should not be enrolled.	You are correct if students attend private or parochial schools they should not be enrolled for receiving limited services in your District. A good indicator of when students will be enrolled or not is if they have an IEP (Individualized Education Program) they should be enrolled versus an ISP (Individualized Services Plan) when they should not be enrolled.
86	I am confused because when I attempted to enroll Early Childhood students with a .5 FTE, I received error codes now- why did that happen?	The Early Childhood system has been implemented in to the system in preparation for the 2009 School Year, go ahead and submit your Pre-K Enrollments with a 1.0 FTE.
87	Are you saying any new Pre-K student we receive this year should be enrolled with a 1.0 FTE?	Yes.
88	When did we start enrolling students who only receive Speech Services to get SIDs?	This applies to Early Childhood, Pre-K students only.
89	If Early Intervention students did not qualify to receive services, do we still enroll them and assign them a SID?	No, do not enroll students in Early Intervention who did not qualify and who do not attend any other Early Childhood classrooms.
90	If the Meets PFA Household Income Criteria is a mandatory data element, and we don't ask that information from Special Education families- what should we do?	The Early Childhood Department expects this question to be asked during the student's PFA in-take process. If Special Education families opt not to provide the information, you may just select no.
91	If we have students who are attending Summer School and whether or not they are retained won't be determined until August 1st, should I mark them as retained?	No, all the data submitted to SIS should be accurate, therefore, exit your students as soon as you have the accurate data and remember you can not submit your 2009 School Year Enrollments until all the 2008 School Year Enrollments are exited.

#	Question	Answer
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92	If the Fall Housing Report is not required to be updated until October 15th, and if students have exited and we haven't submitted those enrollments and other schools pick them up we won't be able to submit our enrollments to add those enrollments?	The recommendation is to always submit your data as soon as you have it, however, if you run in to an issue when you are not able to submit the enrollments before another school enrolls the student please call the helpdesk.
93	If there are Head Start programs in our District, but they are not in our building do we count those students?	No.
94	Some Pre-K students in our Early Childhood Programs are dually enrolled, do we mark all the classrooms they attend?	Yes, as long as it is not Pre-K-at-Risk and Preschool for All; students may not have attendance in those two programs at the same time, but other programs are not mutually exclusive..
95	One of the Pre-K for Special Education Ethnic Codes on the 86-45 is different than the SIS Race Code, which one should I use?	Please always use the appropriate SIS codes when submitting data to SIS.
96	On slide 40, it states the Kindergarten FTE is going to be .5, when it was .5 last year and it is 1.0 this year- is this correct?	Yes, the Kindergarten FTE started out as .5, it is currently 1.0 and next year it will be .5 again.
97	If a student's Early Childhood classroom session changes, how can I update that?	Early Childhood data may be updated either online or with a batch file.
98	On slide 46, it states a Pre-K Entry/ Grade Level can not be updated without exiting the enrollment- is this correct?	Yes, if a student's Entry/ Grade Level from or to Pre-K, that enrollment record needs to be exited and new record should be created with the new Entry/ Grade Level.
99	If students have two different IDs with two different schools, which one should I use in SIS?	A student should never have two ISBE SIDs, and when a student has two different Local SAP IDs, it does not matter which one you submit to SIS- the field is optional and it is not mandatory to submit one if that helps you.

<table>
<tr><td colspan="3">Illinois State Board of Education (ISBE)
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<tr><th>#</th><th>Question</th><th>Answer</th></tr>
<tr><td>100</td><td>If students have transitioned out of ELL Services, and their LEP is updated from Yes to No, how do we get the ACCESS labels to keep monitoring them without changing their LEP status back to Yes?</td><td>Students who have transitioned out of ELL Services should not be taking the ACCESS test. The specified two year tracking period will be captured on the other tests when the appropriate selection is made for Year Since Exited TBE/TPI Program.</td></tr>
<tr><td>101</td><td>What if our District wants to monitor those students- can we give them the ACCESS test anyway?</td><td>No.</td></tr>
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